



## HRG Memorandum 13-10

To: KEHP Human Resource Generalists (HRGs)  
From: Department of Employee Insurance (DEI)  
Re: Open Enrollment for PY 2014  
Date: July 12, 2013

The Department of Employee Insurance is working to make this another successful Open Enrollment for our HRGs and members. Open Enrollment starts on October 1 and ends at midnight on October 31. Although many details have not been finalized, we do have final dates for Open Enrollment Training and Benefit Fairs that we can share for your planning purposes.

Open Enrollment training for our HRGs starts on September 9 and ends on September 20. See the attached schedule. We have not sent invitations for the training so please **do not** contact us to register. We will send out invites with additional information in the next few weeks.

Benefit Fairs start on October 1 and end on October 18. See the attached schedule for the fair closest to you. We are very excited again to offer web enrollment kiosks at most locations. This has proven to be a beneficial service and we encourage you to get the message out to your members to stop by for one-on-one assistance with enrolling.

As more information becomes available, we will send out Open Enrollment updates.

